




Auto Enrolment **made simple** for you.



Auto enrolment is a real challenge. Are you ready?
If you haven't heard of auto enrolment, you will.
If you think you can ignore it, you cant.
If you're wondering if there is a simple solution, there is.

Call us on 01292 317214



What is Auto Enrolment?

Auto Enrolment

Since October 2012 all employers within the UK will be effected by Auto Enrolment. As a result all eligible employees are required to be enrolled within the Workplace Pension Scheme and make the relevant contributions.

With this new law it is important that the employer takes the time to understand the responsibilities and duties associated with it. Not being prepared can prove time consuming and more importantly costly.

The Employer

Companies will be required to do the following:

- [Know when they need to be ready \(Staging Date\)](#)
- [Register with The Regulator](#)
- [Be aware that Pension schemes must comply with all regulations](#)
- [Manage employee enrolment and contributions](#)
- [Deliver prescribed communication on time to all employees](#)
- [Keep accurate records](#)

Non compliance

In the event of an employer not complying with what is required of them:

[The Pension Regulator will enforce the following fines for non compliance. The initial £400 fine will escalate for persistent failings by:](#)

- [5-49 employees up to £500 per day](#)
- [50-249 employees up to £2,500 per day](#)
- [250-499 employees up to £5,000 per day](#)

The reasons for Auto Enrolment

Simply the Government can not afford to fund the state pension throughout life. Financial restraints mean people can no longer afford to save for retirement and as a result they will be dependant on the State Pension.

The Key Steps to Enrolment

Step 1	Staging date analysis/register point of contact with regulator
Step 2	Workforce Assessment
Step 3	Analysis of Existing Scheme (if applicable)
Step 4	Communication of changes and scheme details
Step 5	Auto Enrolment of all eligible workers
Step 6	Commencement of Contributions and administration of payments
Step 7	Registration with The Pension Regulator declaration of compliance
Step 8	Ongoing Management, reporting, admin and storage



Can I do it myself?

The answer to this is yes. There are DIY self-managed schemes available that allow you to manage your own Auto Enrolment. These options cost the least to start up, but here are a few things to look out for:



Additional Payroll Software Required

Only deals with admin duties of Auto Enrolment and can be expensive. You also carry the liability of the audit trail etc. You will need to select your own pension fund.



Choosing A Pension Provider

DIY schemes include NEST, Now Pensions, and Peoples Pension which can have limited fund choice and minimal ongoing support. Large Life and Pension companies may have additional monthly charges.



Employee Questions

Typically you'll only have limited helpline support. As the employer, you will have to cope with employee queries and questions.



Compliance

There are 33 admin tasks on an ongoing basis, with 589 pages of guidelines. There are 20 sections for the Declaration of Compliance. It is your responsibility and liability to manage these each month.



Time and Cost

There are massive implications if someone is dealing with this internally and not complying. To ensure it's managed properly, you'll have additional workload with ongoing tasks - estimated payroll time increased by 50%.



Directors & Employees

Typically DIY schemes are not flexible to accommodate different contributions between categories of employees and Directors. You may have to run two or several schemes.

Why not call us for a free, no obligation advice. Our experts will be glad to talk you through your available options. **Call us on 01292 317214.**

Why use Map Enrolment Solutions?

Complete peace of mind and a shared responsibility. When you employ MAP Enrol to assist you in implementing Auto Enrolment/Workplace Pension, we become the main point of contact for all correspondence from The Pension Regulator.



Administration

We will deal with categorising and communicating to employees in respect of your scheme as well as dealing with opt in and out employees.



Support & Training

Dedicated support for your payroll department or agent as they implement contribution deductions and generate the required payments from your payroll software.



Investment Options

Our Panel of providers include some of the most respected and household names. Our advisors will meet with your employees to discuss their fund options and explain Auto Enrolment - meaning you don't have to.



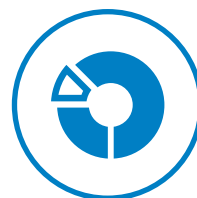
Telephone Support

A specialist helpline will be available to answer any questions your employees may have about the pension scheme or Auto Enrolment – and we'll even offer this service to employees who opt out!



Compliance

Our panel of providers will handle all compliance issues and liaise with TPR on your behalf. We will complete your declaration of compliance which comprises of 20 sections for your approval.



Financial Clinics

We conduct face to face or telephone meeting with employees to explain Auto Enrolment. You'll have access to an online system for employees to review their pension contributions and performance. There is also a comprehensive Q and A section.

All of these features combine to create a unique end to end solution that allows you to focus on building your business, not running your pension plan.



A little about Workforce Assessment

Auto Enrolment affects all employers whether you have one employee, part time workers or full time staff.

Employees are defined as Eligible, Non Eligible or Entitled

Eligible

Employees who are aged between 22 and State Pension Age earning above the Lower rate Income Tax Threshold (£10,000 pa in 2014/15, terms reviewed annually).

Non-Eligible

Employees who are under 22, over 65, or those workers earning below the Lower Rate Income Tax threshold but above the qualifying earnings limit (£5,992 pa in 2014/15, terms reviewed annually).

Entitled

Employees earning below the qualifying earnings limit. Only eligible employees have to be auto-enrolled; however non eligible and entitled employees can opt-in (although the Company does not need to contribute in respect of entitled workers). Eligible employees can opt-out, but only after being enrolled and broadly speaking must be automatically re-enrolled on each third anniversary of the staging date.

QWPS (Qualifying Workplace Pension Scheme)

All Employers will be required to auto-enrol all eligible employees into a qualifying pension scheme. If a pension scheme can accept new members, the employer will need to decide if it is to be used as a qualifying scheme for auto enrolment purposes.

How does a scheme qualify

- Staff can automatically opt into it
- The scheme has a "default" investment option
- There is an opt out facility
- Max fund management charge of 0.75%
- Employees need to be assessed at each payroll run

Worker classification		16 and under 22	Age between 22-SPA*	Over SPA* under 75
Earnings	Below lowest level earnings threshold (currently £5,992**)		Entitled	
	Above lower but below trigger for automatic enrolment (currently £10,000**)		Non-Eligible	
	Above the trigger for automatic enrolment (currently £10,000**)		Eligible	

*SPA = State Pension Age **Tax Year 2014/2015

What you get from Map Enrol

MAP Enrolment Solutions will act as your broker and co ordinate all of your Auto Enrolment obligations and compliance requirements through our panel of providers.

Communication

Inform all workers:

- The correct information at the right time
- On an individual basis
- In writing (email is acceptable)
- Of any/all changes and how they changes affect them
- Whilst offering no inducement or advice from the employer

Achieving successful communication:


- Make certain employees feel in control
- Clarify what employees will receive from the scheme
- Relevant information for each employee group
- Presenting information in layman's terms
- Repeating information across different channels
- Opportunities for questions and answers
- Define roles and responsibilities clearly

Monitoring and Managing Records and Data

The following need to be monitored:

- Opt-outs, opt-ins (on a monthly basis)
- Re-assess workforce (on a monthly basis)
- Wage increases
- Birthdays
- Retirees
- Contractors
- New joiners
- Potential Postponements
- Employees on probation
- Monitor Leavers
- Contribution levels





It is compulsory that every company enrolls and provides a pension scheme. Don't leave it too late and risk fines. Arrange a consultation today, and we will help you select the correct solution.

Call us on 01292 317214

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www.mapenrol.com

MAP Enrolment Solutions function is to assist companies with the implementation and ongoing compliance for Auto Enrolment through a selected panel of providers. We are not authorised by the FCA to provide pension advice. Should this be required we would refer you to one of our associated companies of IFA's who will provide appropriate advice.



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Enrolment Solutions